

LAW OFFICES OF  
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**MEMO ENDORSED**

May 29, 2008

**BY FAX (212) 805-6326**

Hon. Colleen McMahon  
United States District Judge  
Southern District of New York  
500 Pearl St., Room 640  
New York, NY 10007

Re: Carolyn Eubank v. New York Institute of Technology  
Case No. 08 cv 3436

Dear Judge McMahon:

I represent the plaintiff in the above referenced matter. The plaintiff originally initiated this action *pro se*, but has since retained me to represent her. Accordingly, this letter is to respectfully request that the court direct the clerk to change this case to an ECF case.

Attached is a courtesy copy of my Notice of Appearance and Affirmation of Service of the summons and complaint, both of which will be filed by hand with the clerk pending the change to ECF.

Respectfully Submitted,

Jared Lefkowitz

USDS SDNY  
DOCUMENT  
ELECTRONICALLY FILED  
DOC #:  
DATE FILED: 5/30/08

Jared M. Lefkowitz, Esq. (JL 6920)  
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*Attorney for Plaintiff Carolyn Eubank*

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

-----X  
CAROLYN EUBANK,

Case No. 08 cv 3436

Plaintiff,

- against -

NEW YORK INSTITUTE OF TECHNOLOGY,

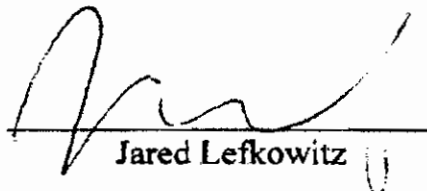
**NOTICE OF  
APPEARANCE**

Defendant.  
-----X

TO THE CLERK OF THE COURT AND ALL PARTIES OF RECORD:

Enter my appearance as counsel in this case for the above captioned  
Plaintiff, Carolyn Eubank. I certify that I am admitted to practice in this Court.

Dated: New York, NY  
May 21, 2008

  
Jared Lefkowitz

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

-----X  
CAROLYN EUBANK,

Case No. 08 cv 3436

Plaintiff,

- against -

**AFFIRMATION  
OF SERVICE**

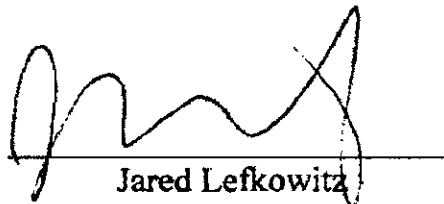
NEW YORK INSTITUTE OF TECHNOLOGY,

Defendant.  
-----X

**JARED LEFKOWITZ**, an attorney duly admitted to practice in the  
Courts of the State of New York and the Southern District of New York affirms as  
follows:

On May 21, 2008 I personally served the Summons and Complaint upon  
the defendant New York Institute of Technology, at its address at 1855 Broadway,  
New York, NY 10023, at approximately 1:00 p.m., by delivering the summons and  
complaint to a male who said he was authorized to accept deliveries, in his mid 40's,  
short light brown hair, who was seated, and who refused to give his name.

Dated: New York, NY  
May 22, 2008

  
Jared Lefkowitz